



Mineman, Volume 2 (MN 1 & C)

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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MINEMAN, VOLUME 2
(MN 1 & C)
NAVEDTRA 82449

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work!

**HOW TO COMPLETE THIS COURSE
SUCCESSFULLY**

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the training manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is *Mineman*, Volume 2, NAVEDTRA 12449. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the

TRAMAN. You may refer freely to the TRAMAN and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING YOUR COMPLETED ANSWER SHEETS: Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the automatic data-processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your

local command. You must use the answer sheet designed for manual scoring, NETPMSA Form 1430/5, Stock Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you may receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

Student Questions: If you have questions concerning the administration of this course, consult your ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package; NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Follow the "MARKING INSTRUCTIONS" on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is neces-

sary for your course to be properly processed and for you to receive credit for your work.

As you work the course, be sure to mark your answers in the course booklet because your answer sheets will not be returned to you. When you have completed an assignment, transfer your answer from the course booklet to the answer sheet.

Mailing the Completed ADP Answer Sheets:
Upon completing an assignment, mail the completed answer sheet to:

COMMANDING OFFICER
NETPMSA CODE 074
6490 SAUFLEY FIELD RD
PENSACOLA FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your ESO. You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and to resubmit the new answer sheet. The maximum score you may receive for a resubmitted assignment is 3.2.

Course Completion: When you complete the last assignment, fill out the course completion form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record. YOU MAY RETAIN THE TEXT.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or for reworking failed assignments.

NOTE: DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC)

Student Questions: Refer questions concerning this course to NETPMSA by mail (use the address on page ii) or by telephone: DSN 922-1366 or commercial (904) 452-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to

receive them under current directives governing the retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at 3 points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

COURSE OBJECTIVES

In completing this course, you will demonstrate a knowledge of administrative functions and supply procedures as they relate to the Mine Force.

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-1. Who was the first person appointed Secretary of Defense under the National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B maybe used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses may be used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

- s-3. Damage Control Assistant

1. Operations Department

- s-4. CIC Officer

2. Engineering Department

- s-5. Disbursing Officer

3. Supply Department

- s-6. Communications Officer

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

ASSIGNMENT 1

Textbook Assignment: "Administrative Functions," chapter 1, pages 1-1 through 1-31.

- 1-1. Within the Navy, which of the following types of communications are most common?
 1. Directives
 2. Memorandums
 3. Naval letters
 4. All of the above
- 1-2. For the basic instructions on typing naval correspondence, what instruction should you use?
 1. SECNAVINST 5215.1
 2. SECNAVINST 5216.5
 3. SECNAVINST 5210.11
 4. OPNAVINST 5510.1
- 1-3. If printed letterhead stationery is not available, which of the following types of paper should be used?
 1. Plain bond paper
 2. Bond paper with typed letterhead only
 3. Bond paper with stamped letterhead only
 4. Both 2 and 3 above
- 1-4. What instruction gives guidance for the format and style of letterhead stationery?
 1. SECNAVINST 5215.1
 2. SECNAVINST 5216.5
 3. SECNAVINST 5602.6
 4. OPNAVINST 5510.1
- 1-5. The left and right margins on all naval letters should be what size?
 1. 1/2 inch
 2. 3/4 inch
 3. 1 inch
 4. 1 1/2 inches
- 1-6. Of the identification symbols that may be used on correspondence for reference purposes which of the following symbols is not an identification symbol?
 1. Classification
 2. Serial number
 3. SSIC
 4. Date
- 1-7. The standard subject identification code is on naval correspondence for which of the following reasons?
 1. It indicates official correspondence
 2. It identifies the originator of the correspondence
 3. It represents the subject of the correspondence
 4. It indicates where the correspondence must be filed
- 1-8. A serial number is required on all classified correspondence.
 1. True
 2. False
- 1-9. Serial numbers on correspondence start a new sequence of consecutive numbers at what point?
 1. After you reach 100
 2. After you reach 999
 3. At the beginning of each calendar year
 4. At the beginning of each fiscal year
- 1-10. The date on official correspondence should be typed or stamped when the correspondence is
 1. written in the rough
 2. typed in the smooth
 3. submitted for signature
 4. actually signed

- 1-11. The heading of official correspondence contains all of the following elements except which one?
1. Date
 2. Subject
 3. References
 4. Enclosures
- 1-12. The requirement for an endorsement is indicated by what part of a naval letter?
1. The To line
 2. The Via line
 3. The From line
 4. The Copy to line
- 1-13. When a letter has more than one via addressee, the order in which the letter should be sent to each via addressee is shown in what way?
1. Arabic numerals followed by a period
 2. Small letters followed by a period
 3. Arabic numerals enclosed in parentheses
 4. Small letters enclosed in parentheses
- 1-14. If there is not enough time for a letter to progress through the via addressees in time for the action addressee to complete action, you should take which of the following actions?
1. Send the original letter directly to the action addressee only
 2. Send the original letter to the action addressee and copies to the via addressees
 3. Send an advance copy to the action addressee
 4. Both 2 and 3 above
- 1-15. Regarding the subject line, all of the following statements are incorrect except which one?
1. The subject line is typed in bold letters
 2. The subject line should be 10 words or less
 3. The subject line starts three lines below the previous line
 4. The subject line should be similar to the incoming letter
- 1-16. In a naval letter, which of the following elements may be considered as references?
1. Meetings
 2. Publications
 3. Telephone calls
 4. All of the above
- 1-17. In a naval letter, references should be listed in what order?
1. Numerical
 2. Alphabetical
 3. Importance of subject
 4. Sequence in which they are mentioned in the text
- 1-18. Enclosures should be identified by which of the following methods?
1. Enclosure ONE
 2. Enclosure (1)
 3. Enclosure A
 4. Enclosure (a)
- 1-19. Regarding the signature line, all of the following statements are incorrect except which one?
1. It does not contain the grade or the functional title of the signing official
 2. It should start 10 spaces to the right of center page
 3. It should start 10 spaces from the left margin
 4. It should be typed in small letters
- 1-20. When a facsimile signature stamp is used, what, if anything, should be added beside the stamped signature?
1. Your signature only
 2. Your signature and the word for
 3. Your initials
 4. Nothing

1-21. What is the proper way to identify who is to receive a copy of a naval letter?

1. COPY-TO
2. Copy-To
3. Copy To:
4. Copy to:

1-22. What is a multiple-address letter?

1. A letter sent to more than one command
2. A letter having more than one return address
3. A letter having more than one action addressee
4. All of the above

1-23. A joint letter is a naval letter that is signed by officials of two or more activities.

1. True
2. False

1-24. An endorsement may be used for all but which of the following reasons?

1. To return a letter to the originator
2. To forward the letter to the next via addressee
3. To make comments on the contents of the letter
4. To provide approval on the contents of the letter

1-25. In an endorsement, what is the proper way to list new references?

1. Start with the number 1
2. Start with the letter a
3. Assign a letter continuing with the sequence used in the earlier correspondence
4. Assign a number continuing with the sequence used in the earlier correspondence

1-26. Correspondence used for informal communications between subordinates within the same command is a

1. message
2. naval letter
3. memorandum
4. NAVGRAM

1-27. When plain bond paper is used for a memorandum, the word *MEMORANDUM* should be typed at what place on the paper?

1. At the bottom left margin
2. At the top center of the page
3. At the left margin below the typed letter-head or the security classification
4. At the right margin below the typed letter-head or the security classification

1-28. If the subject of an informal memorandum is significant, there is no need to keep a file copy.

1. True
2. False

1-29. What instruction establishes the directive issuance system and gives detailed directions on formats and writing style?

1. SECNAVINST 5211.1
2. SECNAVINST 5215.1
3. SECNAVINST 5216.11
4. OPNAVINST 5510.1

1-30. An instruction is issued when it meets all of the following criteria except which one?

1. Establishes policy
2. Assigns a mission or a task
3. Establishes a reporting requirement
4. Requests comments, approval, or information

1-31. Which of the following documents is/are NOT part of the Directives Issuance System?

1. Navy Regulations
2. Top Secret documents
3. Operational plans and orders
4. All of the above

1-32. A directive issued by the Navy with continuing reference value is what type of directive?

1. Order
2. Notice
3. Regulation
4. Instruction

1-33. An instruction remains in effect for what maximum period of time?

1. 6 months
2. 1 year
3. 2 years
4. Until canceled by the originator

1-34. A notice is a directive of a one-time nature that contains information or action for a brief period and is issued with which of the following conditions?

1. A 6-month effective date
2. A self-canceling provision
3. A continuing reference value
4. A transmittal instruction change

1-35. A directive identification symbol includes which of the following information?

1. Serial number
2. Issuing authority
3. Declassification date
4. All of the above

1-36. Navy directives can be assigned which of the following security classifications?

1. For Official Use Only
2. Confidential only
3. Confidential and Secret only
4. Confidential, Secret, and Top Secret

1-37. In the directive OPNAVINST 5510.1H, what element indicates the revision of the instruction?

1. 5510
2. .1
3. .1H
4. H

1-38. The primary responsibility to determine the distribution requirement lies with which of the following entities?

1. The typist
2. The drafter
3. The issuing command
4. The person signing the document

1-39. Distribution is selected on the basis of which of the following factors?

1. Need to act
2. Need to know
3. Both 1 and 2 above
4. Nice to know

1-40. Where urgent communications and speed are of primary importance, which of the following communications forms should you use?

1. An instruction
2. A naval letter
3. A message
4. A notice

1-41. As a Mineman, you will normally draft which of the following types of messages?

1. Single address only
2. Single and multiple address only
3. General and multiple address only
4. General, single, and multiple addresses

IN ANSWERING QUESTIONS 1-42 THROUGH 1-45. SELECT FROM THE FOLLOWING LIST THE INDIVIDUAL RESPONSIBLE FOR THE ACTION DESCRIBED IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL.

- A. Originator
- B. Releaser
- C. Drafter
- D. Addressee

1-42. What person is responsible for the selection of message precedence?

1. A
2. B
3. C
4. D

1-43. What person is responsible for the validation of the contents of a message?

1. A
2. B
3. C
4. D

1-44. What person is responsible for the proper addressing of a message?

1. A
2. B
3. C
4. D

1-45. What person is responsible for readdressing a message to another activity?

1. A
2. B
3. C
4. D

1-46. In determining the precedence to assign to a message, which of the following factors is the most important?

1. Urgency
2. Number of addressees
3. Importance of the subject
4. Seniority of the originator

1-47. What precedence is the highest normally authorized for administrative messages?

1. ROUTINE
2. PRIORITY
3. IMMEDIATE
4. FLASH

1-48. What precedence is identified by the prosign Z?

1. PRIORITY
2. IMMEDIATE
3. FLASH
4. EMERGENCY COMMAND

1-49. What is the SOS objective of an IMMEDIATE message?

1. 10 minutes
2. 30 minutes
3. 3 hours
4. 6 hours

1-50. A message is released for transmission at 0532 Greenwich Mean Time on 28 October 1993. What is the correct DTG assigned to the message?

1. 0532Z 28 OCT 93
2. 28OCT93 0532Z
3. 280532Z OCT 93
4. 028532Z OCT 93

1-51. Who may readdress a message for action to another activity?

1. The originator only
2. The action addressee only
3. The originator or the action addressee
4. The information addressee

1-52. When an actual or simulated emergency arises, the volume of messages is reduced by which of the following methods?

1. MINIMIZED is imposed
2. NAVGRAMs are used
3. Naval letters are used
4. All of the above

1-53. The disclosure of information that could result in serious damage to the United States should have what classification?

1. Secret
2. Top Secret
3. Confidential
4. For Official Use Only

1-54. Regulations and guidance for classifying information are contained in which of the following documents?

1. OPNAVINST 5510.1
2. OPNAVINST S5513.7
3. SECNAVINST 5215.1
4. SECNAVINST 5600.21

1-55. What is the purpose of marking classified material?

1. To inform the holder of the classification level only
2. To inform the holder of the degree of protection required only
3. To inform the holder of the classification level and to assist in extracting information only
4. To inform the holder of the classification level and the degree of protection required and to assist in extracting information

1-56. The overall classification of a document is

1. typed at the upper left and lower right corners of the first page
2. stamped in red at the upper left and lower right corners of the first page
3. typed at the upper left of the first page only
4. typed at the upper left of the first page and stamped at both top and bottom centers on all pages

1-57. Each paragraph of a classified document is marked to show its level of classification.

1. True
2. False

1-58. The standard declassification markings are placed at what location on a document?

1. Bottom center on the first page
2. Bottom left margin on the first page
3. Top center on the first page
4. Top left margin on the first page

1-59. To ensure that correspondence requiring action is completed, it should be routed through the chain of command by which of the following methods?

1. With a route stamp placed on it
2. With the original route sheet attached
3. Both 1 and 2 above
4. With the duplicate route sheet attached

1-60. To aid in the filing of correspondence, the Navy has established a coding system in what publication?

1. SECNAVINST 5210.11
2. SECNAVINST 5215.1
3. SECNAVINST 5216.1
4. OPNAVINST 5510.1

1-61. The SSIC system identifies what total number of subject groups?

1. 16
2. 13
3. 5
4. 4

1-62. A naval letter carries an SSIC of 4510. What is the major subject of the letter?

1. Logistics
2. General Material
3. Ordnance Material
4. Operations and Readiness

1-63. Information on miscellaneous ordnance equipment is filed under what major subject series number?

1. 1000
2. 2000
3. 4000
4. 8000

1-64. The Mk 67 mine is identified by what subject code?

1. 8500
2. 8510
3. 8551
4. 8553

IN ANSWERING QUESTIONS 1-65 THROUGH 1-69, SELECT FROM THE FOLLOWING LIST THE PROGRAM THAT DESCRIBES THE ACTION IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE.

- A. Spreadsheet
- B. Word processing
- C. Data management

1-65. What program performs specific calculations?

- 1. A
- 2. B
- 3. C

1-66. What program combines one record with another?

- 1. A
- 2. B
- 3. C

1-67. What program stores and retrieves text?

- 1. A
- 2. B
- 3. C

1-68. What program generates reports?

- 1. A
- 2. B
- 3. C

1-69. What program is useful for repetitive documents?

- 1. A
- 2. B
- 3. C

1-70. All of the following computer items are considered as hardware except which one?

- 1. Printer
- 2. Monitor
- 3. Keyboard
- 4. Floppy disk

1-71. Which of the following computer items is considered as software?

- 1. Floppy disk
- 2. Keyboard
- 3. Monitor
- 4. Printer

1-72. In ACN 3/C, what does the number 3 indicate?

- 1. Third revision
- 2. Third permanent change
- 3. Third change of revision C
- 4. Third ACN released since the last permanent change

1-73. A permanent change is issued as a complete publication and supersedes all previous issues.

- 1. True
- 2. False

1-74. All technical manual deficiency reports are monitored by which of the following commands?

- 1. COMOMAG
- 2. COMINELWARCOM
- 3. NAVMINELWARENGACT
- 4. NAVSEADATASUPACT

ASSIGNMENT 2

Textbook Assignment: "Supply Procedures." chapter 2. pages 2-1 through 2-38.

- | | |
|---|--|
| <p>2-1. The material identification number is used for which of the following reasons?</p> <ol style="list-style-type: none">1. To identify specific items of material2. To determine fraud, waste, and abuse3. To track high-cost items4. Both 2 and 3 above <p>2-2. The Federal Catalog System encompasses which of the following elements?</p> <ol style="list-style-type: none">1. Description of all items carried under centralized inventory control only2. Description and classification of all items carried under centralized control only3. Naming and numbering of all items carried under centralized inventory control only4. Naming, description, classification, and numbering of all items carried under centralized control <p>2-3. Under the Federal Catalog System, each item may have a total of how many identification numbers?</p> <ol style="list-style-type: none">1. One2. Two3. Three4. Four <p>2-4. The Federal Supply Classification (FSC) System permits the classification of supply items used by the Federal Government. Each item is classified in one, and only one, five-digit class.</p> <ol style="list-style-type: none">1. True2. False | <p>2-5. The first two digits of the FSC represent which of the following elements?</p> <ol style="list-style-type: none">1. Material carried in an appropriation purchase account2. Major category of commodities3. Cognizance inventory manager4. Subdivision within the group <p>2-6. Aircraft and airframe structural components are in what FSC group?</p> <ol style="list-style-type: none">1. 102. 123. 154. 40 <p>2-7. Underwater mines are in which of the following FSC groups?</p> <ol style="list-style-type: none">1. 112. 133. 144. 38 <p>2-8. A national stock number (NSN) has what total number of digits?</p> <ol style="list-style-type: none">1. 72. 93. 114. 13 <p>2-9. The national item identification number (NIIN) has what total number of digits?</p> <ol style="list-style-type: none">1. 22. 73. 94. 13 |
|---|--|

2-10. In the NSN 1350-00-123-4567, the national codification bureau (NCB) code is represented by which of the following numbers?

1. 00
2. 13
3. 50
4. 1350

2-11. If the first digit of the cognizance symbol is an odd number, it means that

1. the requisitioner must pay for the item
2. the item is not carried in a stores account
3. the item is issued without charge to the requisitioner
4. the number denotes the inventory control point that has cognizance of the item

2-12. For a complete list of cognizance symbol assignments, you should refer to which of the following publications?

1. NAVSUP P-409
2. NAVSUP P-485
3. NAVSO P-3013-2
4. COMOMAGWOMAGINST 4000.1

2-13. Within the United States, which of the following NCB codes is most commonly used?

1. 00
2. 13
3. 50
4. 6T

2-14. Stock records and MBOMs are arranged in which of the following orders?

1. NSN
2. MCC
3. NIIN
4. NALC

2-15. The Technical Manual Identification Numbering System (TMINS) is comprised of what total number of characters?

1. 7
2. 9
3. 11
4. 13

2-16. In the publication identifier SW550-FO-PMS-010, the subject serial is identified by which of the following letters or numbers?

1. Sw
2. 550
3. FO
4. PMS

2-17. The technical manual identifier is divided into blocks. The basic TM or a change is identified in what block?

1. 4
2. 5
3. 11
4. 13

IN ANSWERING QUESTIONS 2-18 THROUGH 2-21, SELECT FROM THE FOLLOWING LIST THE TERM CORRECTLY DESCRIBED IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL

- A. Equipage
- B. Equipment
- C. Material
- D. Consumables

2-18. Supplies, repair parts, and equipment.

1. A
2. B
3. C
4. D

2-19. Requires special inventory control

1. A
2. B
3. C
4. D

- 2-20. Housekeeping items.
1. A
 2. B
 3. C
 4. D
- 2-21. Common tools and paints not associated with mine maintenance.
1. A
 2. B
 3. C
 4. D
- 2-22. Procurement is the act of obtaining materials by using which of the following methods?
1. Requisitions
 2. Open purchases
 3. Appropriate funds
 4. All of the above
- 2-23. Procurement is most commonly accomplished by which of the following methods?
1. Open purchase
 2. Appropriate fund
 3. Both 1 and 2 above
 4. Requisition
- 2-24. The Commander, Mobile Mine Assembly Group receives administrative funds from which of the following commands?
1. CNO
 2. Fleet CINCs
 3. COMINWARCOM
 4. COMNAVSEASYSKOM
- 2-25. The COMOMAG provides which of the following types of funds to MOMAG activities?
1. OPTAR only
 2. Operational only
 3. OPTAR and mine maintenance only
 4. OPTAR, operational, and mine maintenance
- 2-26. Fleet commanders are responsible for which of the following funding costs of MOMAG activities?
1. OPTAR
 2. Operational only
 3. Mine maintenance only
 4. Operational and mine maintenance
- 2-27. OPTAR funds may be used for all of the following items except which one?
1. Protective clothing
 2. Foul weather gear
 3. Office supplies
 4. Cleaning gear
- 2-28. Mine maintenance funds must be obligated for material in direct support of mines.
1. True
 2. False
- 2-29. When allocated funds are determined to be insufficient for requirements, you must request an augmentation of funds from which of the following commands?
1. Fleet CINC
 2. COMOMAG
 3. COMINWARCOM
 4. COMNAVSEASYSKOM
- IN ANSWERING QUESTIONS 2-30 THROUGH 2-33, SELECT FROM THE FOLLOWING LIST THE CORRECT FORM FOR THE ACTION DESCRIBED IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL.
- A. DD Form 1348-6
 - B. DD Form 1348
 - C. DD Form 1149
 - D. DD Form 282

2-30. To order printing services, you should use what form?

1. A
2. B
3. C
4. D

2-31. In requisitioning non-standard items, some remote supply activities prefer to use what form?

1. A
2. B
3. C
4. D

2-32. To requisition non-standard items, you normally should use what form?

1. A
2. B
3. C
4. D

2-33. To order standard stock items that have either an NSN or an NICN, you should use what form?

1. A
2. B
3. C
4. D

2-34. In locations where MOMAG units or detachments are required to pay for utilities, transportation, or equipment rentals, you should use what form to order these services?

1. DD 282
2. DD 1348-6
3. NAVSUP 1250-1
4. NAVCOMPT 2275

2-35. Procedures for the submission of requisitions are in which of the following publications?

1. NAVSUP P-485
2. COMOMAG/MOMAGINST 4000.1
3. Both 1 and 2 above
4. SPCCINST 8010.12

2-36. The military urgency of a requirement is expressed by which of the following methods?

1. Priority designator
2. Force/activity designator
3. Urgency of need designator
4. All of the above

2-37. The designation that identifies an activity based on mission essentiality is known as the urgency of need designator.

1. True
2. False

IN ANSWERING QUESTIONS 2-38 THROUGH 2-41, REFER TO TEXTBOOK TABLE 2-2.

2-38. If your activity's ability to perform its primary mission is impaired, what UND should you use?

1. A
2. B
3. C

2-39. If the material is required for stock replenishment on an FBM submarine tender, what UND should you use?

1. A
2. B
3. C

2-40. If the material is needed because without it the activity is unable to perform its primary mission, what UND should you use?

1. A
2. B
3. C

2-41. If the requirement is routine, what UND should you use?

1. A
2. B
3. C

IN ANSWERING QUESTIONS 2-42 THROUGH 2-44, REFER TO TEXTBOOK TABLE 2-3.

2-42. You are attached to an activity that is assigned the F/AD II. To indicate that your primary mission will be impaired without the material being received, what priority designator should you use?

1. 05
2. 02
3. 03
4. 06

2-43. If the F/AD of any activity is IV, what is the highest priority designator that the activity may use?

1. 01
2. 07
3. 14
4. 15

2-44. According to its military importance, an activity has what total number of priority designators assigned to it?

1. One
2. Two
3. Three
4. Four

2-45. Unit and detachment commanding officers and officers-in-charge are NOT authorized to purchase items outside normal supply channels.

1. True
2. False

2-46. Materials stocked in a specific SERVMART are listed in which of the following sources?

1. Stock list
2. Stores list
3. Shopping guide
4. Each of the above

2-47. To procure items from SERVMART, you must use which of the following forms?

1. NAVSUP 1250-1
2. NAVSUP 1314
3. DD 1348 (4-PT)
4. Both 2 and 3 above

2-48. The requisition log, the principal financial control device for a command, is maintained by

1. calendar year
2. fiscal year
3. quarter
4. month

2-49. The requisition log is divided into what total number of sections?

1. One
2. Two
3. Three
4. Four

2-50. All entries in a requisition log are required to be made

1. in red ink only
2. in ink
3. in pencil
4. by typewriter

2-51. The requisition log is required to be closed out what total number of times per month?

1. One
2. Two
3. Three
4. Four

2-52. Regarding requisition files, what is meant by the term *outstanding* ?

1. Material received is in excess of an activity's allowance
2. Material ordered has been received by the requisitioner in good condition
3. Material has been received but has not been recorded on stock record cards
4. Material ordered has not been received nor canceled by the requisitioning activity

2-53. The outstanding requisition file has which of the following purposes?

1. To have receipts readily available
2. To have a central reference location
3. To have a reference for follow-up action
4. Each of the above

2-54. Supply status is normally received by which of the following methods?

1. Message
2. NAVGRAM
3. DD Form 1348m
4. Each of the above

2-55. A complete list of status codes can be found in which of the following documents?

1. NAVSUP P-409
2. NAVSUP P-485
3. NAVSUPINST 4235.3
4. COMOMAG/MOMAGINST 4000.1

2-56. An MOV is submitted to the requisitioner for which of the following reasons?

1. To determine if requirements still exist
2. To determine if the priority assigned is still valid
3. To ensure that material obligations reflected in the inventory manager's records agree with the requisitioner's outstanding files
4. All of the above

2-57. Internal MOVs are conducted by which of the following personnel?

1. COMINELWARCOM
2. COMOMAG
3. SPCC
4. ICP

2-58. A MOMAG activity is required to submit its transmittal report of transaction at what specific frequency?

1. Each week and at the end of the month
2. Each week and at the end of the fiscal year
3. Three times each month only
4. Three times each month and at the end of the fiscal year

2-59. Effective inventory control begins with which of the following material procedures?

1. Receipt
2. Stowage
3. Custody
4. All of the above

2-60. When you receive quality-deficient material that may cause death or injury, you are required to submit which of the following documents?

1. Standard Form 364 only
2. Initial report submitted by PRIORITY message, followed by Standard Form 364
3. Standard Form 368 only
4. Initial report submitted by PRIORITY message, followed by Standard Form 368

2-61. Proper procedures to report quality-deficient materials are found in which of the following publications?

1. COMOMAG/MOMAGINST 4000.1
2. SPCCINST 8010.12
3. NAVSUP P-485
4. Both 2 and 3 above

- 2-62. A report of discrepancy should be submitted by the receiver of a shipment in which of the following situations?
1. Discovery is made of shipping or packaging discrepancies traceable to the shipper
 2. Discovery is made of discrepancies due to improper packing procedures
 3. Contraband is found during a customs inspection
 4. An exterior container is slightly damaged
- 2-63. The supply department is required to maintain what total number of requisition files?
1. One
 2. Five
 3. Three
 4. Six
- 2-64. Upon initial receipt of an item, which of the following steps must be accomplished?
1. Date the document, circle the quantity, and sign the document
 2. Date the document, circle the quantity, and post to the requisition log
 3. Date the document, post to the stock record card, and sign the document
 4. Sign the document, circle the quantity, and write *posted* on the document
- 2-65. Plant property is divided into what total number of classes?
1. One
 2. Two
 3. Three
 4. Four
- 2-66. Controlled equipage consists of items selected or approved by which of the following officers?
1. Fleet supply officers
 2. Chief of Naval Material
 3. Fleet commanders-in-chief
 4. Chief of Naval Operations
- 2-67. If the commanding officer or officer-in-charge of a MOMAG activity does not consider the CEIL to be sufficiently inclusive, he may take which of the following actions?
1. Designate additional equipage as required as controlled equipage
 2. Designate as additional controlled equipage only items that will also be designated as signature required
 3. Designate as additional controlled equipage only items that will also be designated as non-signature required
 4. Forward a request to the type commander requesting that additional items be added to the CEIL
- 2-68. The controlled-equipage custody record serves as what two types of records?
1. Receipt and expenditure document
 2. Subcustody and maintenance document
 3. Custody record and expenditure document
 4. Custody record and inventory control document
- 2-69. The original NAVSUP Form 306 should be retained by the
1. storekeeper
 2. supply officer
 3. equipage custodian
 4. commanding officer/officer-in-charge
- 2-70. All transactions that result in a decrease of Navy assets can be described by which of the following terms?
1. Issue
 2. Survey
 3. Transfer
 4. Expenditure
- 2-71. An activity's service mine allowance list is established in what directive?
1. OPNAVINST C8550.5
 2. COMINELWARCOMINST C8550.5
 3. COMOMAG/MOMAGINST 8550.13
 4. CINCLANTFLT/CINCPACFLTINST 8010.12

2-72. The allowance for exercise and training mines and their components is established in what directive?

1. MBOM
2. COMINWARCOMINST C8550.5
3. COMOMAG/MOMAGINST 8550.9
4. COMOMAG/MOMAGINST 8550.13

2-73. As their primary stock record card, all MOMAG activities are required to use what form?

1. NAVSUP 1297
2. NAVSUP 1296
3. NAVSUP 1256
4. NAVSUP 1254

2-74. On a monthly 1/12 inventory, what is the minimum acceptable stock validity?

1. 100 percent
2. 95 percent
3. 90 percent
4. 80 percent

2-75. On certain fast-moving or frequently demanded items, what type of inventory should be used?

1. 1/12
2. spot
3. Selected item
4. Random sample

COURSE COMPLETION/DISENROLLMENT FORM

(Refer to instructions in front of course)

PLEASE PRINT CLEARLY

DATE: _____

<i>Mineman, Volume 2 (MN 1 & C)</i>	NAVEDTRA 82449
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NAME, RANK, RATE, CIVILIAN

SSN

IF YOUR COURSE WAS ADMINISTERED BY NETPMSA, YOU MUST SUBMIT THIS FORM TO THE ADDRESS BELOW. IF YOUR COURSE WAS ADMINISTERED BY AN ACTIVE DUTY COMMAND OR NAVAL RESERVE CENTER, DO NOT SUBMIT THIS FORM TO NETPMSA.

CHECK ONE OF THE BELOW BOXES:

☐

COURSE COMPLETION

YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and the NRTC are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐

COURSE DISENROLLMENT

In the event of disenrollment, submit this form to the address below with any unused ADP answer sheets. You need not return any other course material. If the course material is CLASSIFIED, you must submit the material to your command for proper disposition of CLASSIFIED material. If the training manual and the NRTC are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, TO REPORT COURSE ERRORS,
OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

DATE: _____

FROM: _____

NAME (Last, first, M.I.), RANK, RATE, CIVILIAN

SSN: _____

STREET ADDRESS, APT #

CITY, STATE, ZIP CODE

To: COMMANDING OFFICER
NETPMSA CODE 314
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

Subj: *Mineman*, Volume 2 (MN 1 & C), NAVEDTRA 82449

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NETPMSA CODE 314
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

OFFICIAL BUSINESS

COMMANDING OFFICER
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6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

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TITLE _____ NAVEDTRA _____

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SOC. SEC. NO. _____ City or PPO _____ State _____ Zip _____
DESIGNATOR _____ ASSIGNMENT NO. _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

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